

Office of Public Instruction
PO Box 202501, Helena MT 59620-2501
Personnel Office, 1227 11th Avenue, Helena, (406) 444-2673
Internal/External Job Vacancy Announcement

TITLE: Special Education Monitoring Unit Program Manager

GRADE: 17 (Classification Pending)

STATUS: Permanent, Full-Time

SALARY: \$38,770-\$47,398 DOQ

CLOSING DATE: June 2, 2006

APPLICATION SUPPLEMENT REQUIRED: Yes

POSITION NO: 351-03402

DEPARTMENT: Educational Services

DIVISION: Special Education

LOCATION: Helena, MT

UNION: MPEA

START DATE: Negotiable

APPLICANTS: An electronic copy of the State of Montana Employment Application may be obtained from <http://www.mt.gov/statejobs/application.asp>

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PLEASE POST: The Office of Public Instruction is recruiting for a Special Education Program Manager for its Monitoring Unit. Applicants may apply by completing a state application form. If accommodation for a disability is needed during the application or examination process, contact the recruiter identified or OPI Personnel Office.

GENERAL DESCRIPTION OF DUTIES:

The Unit Manager directs, manages, supervises and monitors the statewide federally funded focused intervention and procedural compliance monitoring systems, and coordinates the delivery and implementation of the systems with all other programs within the Division as well as with other federal programs in the OPI (e.g., Elementary and Secondary Education Act federal programs, Accreditation); establishes and ensures the implementation of procedures for the collection, reporting and tracking of procedural compliance monitoring data, and serves as the Division's monitoring liaison between school administrators and the OPI. The Director directly supervises the work of five Education Program Specialists and is also responsible for the assignment and supervision of part-time seasonal employees performing focused intervention/procedural compliance monitoring for the Division.

The Unit Manager holds responsibility for the development and implementation of compliance monitoring and focused intervention procedures and guidance documents; provides day to day supervision of all aspects of the implementation of the monitoring systems ensuring consistency in interpretation, implementation and reporting and ensuring they meet the Division's and state and federal requirements; assesses and prioritizes staff training needs for the Unit; conducts staff and program evaluation; analyzes data on school district performance to determine schools in need of focused intervention; develops focused Intervention assessments at the district level for performance outcomes and assessments of procedural compliance with federal and state laws and rules; and ensures that statewide implementation of special education and related services is consistent with requirements under the Individuals with Disabilities Education Act (IDEA).

GENERAL QUALIFICATIONS

Specific knowledge, skills, and demonstrated abilities in leadership and supervision of staff; ability to plan, prioritize work and ensure completion of work plans; Ability to interpret federal and state rules, regulations, policy and procedures, and apply them to the implementation of monitoring systems which includes the collection, analysis and reporting of systems data; Ability to maintain high level of technical and educational skills; Working knowledge of the philosophy, policy, rules, and regulations governing schools; and ability to communicate effectively with others using verbal and written communication skills.

EDUCATION AND EXPERIENCE:

A master's degree and no less than five year's of experience in preK-12 education including three years of experience in education administration or leadership within the past five years, or an equivalent combination of education and related education administration or leadership experience and teaching experience is required.

APPLICATION AND SELECTION PROCESS:

Application Supplement: PN #351-03402

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material. Therefore, it is important to provide specific information regarding names of employers, dates, job titles, etc. **In order to receive full credit, you must express yourself fully and completely.** Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement. Avoid words such as assist, process, handle, etc., which do not clearly describe your responsibilities.

Please answer the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Responses should be clear and concise and specifically address each supplemental question. Please type and number your responses for each of the questions. Do not substitute a resume or any other material for your responses. The combination of information on the employment application and this supplement will be used to evaluate how each applicant meets the requirements for this position and who will be interviewed. Your written communication skills will also be appraised. Your responses to these questions will be evaluated on their own merit, without referring to the rest of your application. If the supplemental questions ask about your experience, please provide the information requested even if it duplicates what you've provided in your application.

Supplemental Questions:

1. Describe your experience in educational administration or leadership activities: Identify position(s) held (including their titles), dates served in the administrative or leadership position(s), the number of staff supervised by the position held and the staff responsibilities, the specific responsibilities you had for staff supervision and performance evaluation, and the name(s) of your immediate supervisor(s) and employer(s).
2. Specifically describe your experience in the interpretation and application of federal and state rules, regulations, policy and procedures and their applicable programs.
3. Describe your experience with data systems, including the collection, reporting and analysis of the data. Identify your assigned role and responsibility in the collection, reporting and the analysis of the data. Include an explanation of how the data was used to inform decision making.